



PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

GIS Administrator

Shakopee Public Utilities is now accepting applications for a GIS Administrator. Responsibilities include but are not limited to ensuring SPU utilizes best practices for GIS data management, data processing and analysis. Works with various departments to identify, define project scope, and implement GIS solutions to business applications utilizing both out-of-the-box GIS capabilities and/or developing customized functionality to achieve results. Manages the ESRI Enterprise system, maintain ESRI licensing agreements, and assure that GIS systems are following SPU standards for data integrity and cyber security. Develops future strategic plan for GIS to prioritize spatial projects that align with business needs.

Degree Qualifications include BS Degree in Geographic Information Systems (GIS), Geography, Computer Science, or related field.

Working knowledge: ESRI product line, including, but not limited to: ArcMap, ArcGIS Pro, and ArcGIS Online. Knowledge of GIS best practices, geospatial analytics, and geocoding.

Valid State of MN Class "D" Driver's license required.

Submit resume and application to HR@shakopeeutilities.com or by to mail to Shakopee Public Utilities, Attn: Human Resources, PO Box 470, 255 Sarazin Street, Shakopee, MN 55379-0470. For an application form and full job description, visit our web site at www.shakopeeutilities.com.

Deadline for applications is January 2, 2024.



Position Title: GIS Administrator

Department: IT

FLSA Status: Non-Exempt

Organizational Relationship:

Reports to: IT Director

Supervises: None

Position Summary:

Responsible for ensuring SPU utilizes best practices for GIS data management, data processing and analysis. Works with Engineering and other departments to identify, define project scope, and implement GIS solutions to business applications utilizing both out-of-the-box GIS capabilities and/or developing customized functionality to achieve results. Manages the ESRI Enterprise system, maintain ESRI licensing agreements, and assure that GIS systems are in compliance with SPU standards for data integrity and cyber security. Develops future strategic plan for GIS to prioritize spatial projects that align with business needs.

Essential Duties and Responsibilities:

- Manage the ESRI Enterprise system including tasks such as:
 - creating and maintaining the database
 - establishing and building data connections
 - ensuring availability for business use (internal and external)
 - maintaining backups
 - optimizing ESRI services
 - maintain GIS servers
 - maintain contracts / terms for ESRI and associated applications
- Create, maintain, and update GIS projects, visualizations, and spatial information
- Create and update training for GIS/ESRI products and applications
- Maintain GPS devices and data collection platform
- Provide support to Engineering/Planning on field data collection
- Provide utility data to internal personnel, contractors, and other outside entities
- Provide technical support to staff
- Setup users and provide secure access to associated systems
- In collaboration with supervisor and SPU stakeholders, develop future GIS strategic plan to align with business needs

Competencies:

Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Give and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

Planning/Organizing – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Develops realistic action plans.

Quality Management – Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness. Monitors own work to ensure quality.

Adaptability – Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Results – Motivated by personal example of hard work, dedicated to results. Internally driven to achieve; sets high personal standards. Anticipates, diagnoses, works through roadblocks.

Safety – Demonstrates a commitment to safety by following safety rules and guidelines. Meets requirements of 100% participation in safety training.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education: BS Degree in Geographic Information Systems (GIS), Geography, Computer Science or related field.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Other Skills: Working knowledge of Microsoft Word, Excel, and Access software programs. Ability to interpret construction/survey plans and drawings is required. Working knowledge of GIS Software – such as, but not limited to ESRI ArcGIS, online, server, and mobile applications. Use of COGO to maintain GIS mapping. Working knowledge of non-recreational GPS hardware and software. Working knowledge of AutoCAD software. Working knowledge of computerized data management and storage practices. Ability to interpret construction/architectural/survey plans and drawings is required.

Certificates and Licenses: Minnesota Class “D” Drivers License is required

Tools and Equipment used: Computer and basic office equipment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and laptop computers, photocopiers and smartphones.



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Position Essential Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, and reach with hands and arms. The employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee will also be regularly required to sit at a desk while working on a computer for prolonged periods. Must be able to lift up to 15 pounds at times.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position. The Position Guide does not constitute an employment agreement between the employee and the employee and is subject to change by the employer as the needs of Shakopee Public Utilities and the requirements of the job change.